Specific costs on training were include in the bidders proposals. Complete this matrix with the minimum guarantees that were used to calculate the training costs in your proposal. Please complete every field in this matrix.

State Level

Category	Number of Sessions	Number of contractor staff hours per session. (Length of session)	Maximum number of participants per session.	Is a train the trainer format available? If so, indicate hours per session, maximum number of participants per session, and staff hours allocated (length of session).	Is 1 on 1 training available?	List examples of tests given to measure proficiency once training is completed.	Is Election Day troubleshooting training included?
TABULATORS--Initial Technical Training	2	4	8	Yes # hours per session = 4 Max # per session = 8 (Optional offering at additional cost)	Yes (Provided at additional cost)	Demo of skills learned in class	Yes
TABULATORS--Election Day Training Procedural	2	2	20	Yes # hours per session = 2 Max # per session = 20 (Optional offering at additional cost)	Yes (Provided at additional cost)	Demo of skills learned in class	Yes
Election Management System (EMS) Software: Initial Training (Sequoia software = EMS/AERO/BPSII)	1	60	4	Yes # hours per session = 60 Max # per session = 4 (Optional offering at additional cost)	Yes (Provided at additional cost)	Demo of skills learned in class	N/A
Election Management System (EMS) Software: Initial Training (Sequoia software = AERO)	1	4	8	Yes # hours per session = 4 Max # per session = 8 (Optional offering at additional cost)	Yes (Provided at additional cost)	Demo of skills learned in class	N/A

County Level

Category	Number of Sessions	Number of contractor staff hours per session. (Length of session)	Maximum number of participants per session.	Is a train the trainer format available? If so, indicate hours per session, maximum number of participants per session, and staff hours allocated (length of session).	Is 1 on 1 training available?	List examples of tests given to measure proficiency once training is completed.	Is Election Day troubleshooting training included?
TABULATORS--Initial Technical Training	2	4	25	Yes # hours per session = 4 Max # per session = 25 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	N/A
TABULATORS--Election Day Training Procedural	8 (estimated) (# sessions	4	25	Yes # hours per session = 4 Max # per session = 25 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	Yes
Election Management System (EMS) Software: Initial Training (Sequoia software = EMS/AERO/BPSII)	1	60	4	Yes # hours per session = 60 Max # per session = 4 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	N/A
Election Management System (EMS) Software: Initial Training (Sequoia software = AERO)	1	4	8	Yes # hours per session = 4 Max # per session = 8 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	Yes

Jurisdiction Level - 600 Precincts

Category	Number of Sessions	Number of contractor staff hours per session. (Length of session)	Maximum number of participants per session.	Is a train the trainer format available? If so, indicate hours per session, maximum number of participants per session, and staff hours allocated (length of session).	Is 1 on 1 training available?	List examples of tests given to measure proficiency once training is completed.	Is Election Day troubleshooting training included?
TABULATORS--Initial Technical Training	2	4	8	Yes # hours per session = 4 Max # per session = 8 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	N/A
TABULATORS--Election Day Training Procedural	48 (based on 2 inspectors per precinct)	4	25	Yes # hours per session = 4 Max # per session = 25 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	Yes
Election Management System (EMS) Software: Initial Training (Sequoia software = EMS/AERO/BPSII)	1	60	4	Yes # hours per session = 60 Max # per session = 4 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	N/A
Election Management System (EMS) Software: Initial Training (Sequoia software = AERO)	1	4	8	Yes # hours per session = 4 Max # per session = 8 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	Yes

Jurisdiction Level - 100 Precincts

Category	Number of Sessions	Number of contractor staff hours per session. (Length of session)	Maximum number of participants per session.	Is a train the trainer format available? If so, indicate hours per session, maximum number of participants per session, and staff hours allocated (length of session).	Is 1 on 1 training available?	List examples of tests given to measure proficiency once training is completed.	Is Election Day troubleshooting training included?
TABULATORS--Initial Technical Training	1	2	25	Yes \# hours per session = 2 Max \# per session = 25 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	N/A
TABULATORS--Election Day Training Procedural	8 (based on 4 pollworkers per precinct)	4	25	Yes \# hours per session = 4 Max \# per session = 25 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	Yes
Election Management System (EMS) Software: Initial Training (Sequoia software = EMS/AERO)	1	60	4	Yes \# hours per session = 60 Max \# per session = 4 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	N/A
Election Management System (EMS) Software: Initial Training (Sequoia software = AERO)	1	4	8	Yes \# hours per session = 4 Max \# per session = 8 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	Yes

Jurisdiction Level - 5 Precincts

Category	Number of Sessions	Number of contractor staff hours per session. (Length of session)	Maximum number of participants per session.	Is a train the trainer format available? If so, indicate hours per session, maximum number of participants per session, and staff hours allocated (length of session).	Is 1 on 1 training available?	List examples of tests given to measure proficiency once training is completed.	Is Election Day troubleshooting training included?
TABULATORS--Initial Technical Training	Based on County group training	2	25	Yes # hours per session = 2 Max # per session = 25 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	N/A
TABULATORS--Election Day Training Procedural	Based on County group training	4	25	Yes # hours per session = 4 Max # per session = 25 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	Yes
Election Management System (EMS) Software: Initial Training	1 (if purchased at the jurisdiction level)	20	4	Yes # hours per session = 20 Max # per session = 4 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	N/A
Election Management System (EMS) Software: Election Day Training	1 (if purchased at the jurisdiction level)	4	8	Yes # hours per session = 4 Max # per session = 8 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	Yes

Pollworker Training

Category	Number of Sessions	Number of contractor staff hours per session. (Length of session)	Maximum number of participants per session.	Is a train the trainer format available? If so, indicate hours per session, maximum number of participants per session, and staff hours allocated (length of session).	Is 1 on 1 training available?	List examples of tests given to measure proficiency once training is completed.	Is Election Day troubleshooting training included?
TABULATORS--Initial Technical Training	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TABULATORS--Election Day Training Procedural	Dependant upon county size (i.e. 50 Precincts, 250 Poll Wokers) = 10	4`	25	Yes # hours per session = 4 Max # per session = 25 (Optional offering at additional cost)	Yes (extra cost)	Demo of skills learned in class	Yes
Election Management System (EMS) Software: Initial Training	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Election Management System (EMS) Software: Election Day Training	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Additional Questions

1. Describe your plans for assisting local and county election officials in the training for election inspectors within 20 days prior to an election pursuant to Michigan Election Law. **Training assistance would be provided by: "Teach the Teacher" as required depending on jurisdiction needs; assist in development of class agenda; teaching classes if/when required; making CD/DVD/VHS training materials available as needed; demonstrating equipment as needed.**

2. Describe your plans for providing post delivery training referenced in "Section II-D DELIVERABLES, 2. c. Training and User Information" required within 30 days following delivery. **1. Create an implementation plan with the county that includes: a) training schedule for EMS, Insight technical training, election day training and pollworker training, b) set up and pre-election testing of tabulators, c) training on election day operations from opening to closing of the polls, d) how to process voters, and absentee ballots,   e) election day problems and how to resolve, f) election security, g) tabulation of results and electronic results transmission (if applicable). All topics that are mentioned under II-D, Paragraph 2 will be covered during action and implentation planning to ensure the counties sucess with the new equipment.**

3. Describe the types of voter education training materials that you will provide as required in Section III-C TASKS in the ITB. Please indicate when these materials will be provided. **Training material will include: a) an EMS manual for the county and jurisdictions that also have EMS, b) an Insight Maintenance Manual, c) an Insight Operators Manual, d) an Insight Poll Workers Manual, e) election day poll worker Instructions, f) a diskette containing each of the manuals listed, g) a training video on the use of the Optech Insight. All of these training materials would be delivered to the County during the initial implementation plan meeting for review prior to the start of training.**